

Office of the DD/S

6 May 1958

[ ] Administrative Officer

[ ] Chief, Records Management Staff

Audit of Records Disposition Program

1. The attached revised Records Control Schedule was prepared as a result of an audit of the Records Disposition Program in your office and for the purpose of incorporating the records of the Regulations Control Staff in your schedule. The schedule reflects the changes required since the initiation of the program in your area during 1956 and supersedes the previous schedule (14-56) dated September 1956.
2. The audit revealed that the amount of records retired or destroyed within your office is about equivalent to the amount created during the past year. This is a significant indication that an active and progressive records disposition program is being accomplished by the members of your Staff.
3. With the inclusion of the functions of the Regulations Control Staff the total amount of records for your area was increased to 57.0 cubic feet of which 15.5 are evaluated as permanent and the remaining 41.5 as temporary records. These records are housed in 26 pieces of filing equipment having a replacement value of \$10,642. Through the systematic application of the disposition instructions contained in the Records Control Schedule the Staff will realize substantial savings in the utilization of filing equipment and a greater efficiency in operations will result.
4. I wish to thank you and the staff for your cooperation with [ ] [ ] who conducted the survey and revised the schedule. [ ] [ ] will be available to render any assistance you may need in implementing your records disposition program.

Attachment:

Records Control Schedule 2 copies

*on Rm B copy  
Equip inventory.  
KD*

Memo for the record--

A daily diary exists in the Office of the DD/S but has not been scheduled along with the other records due to the Eyes Only and personal nature of the diary. Authority for disposition of this file is being assumed by Col. White.

RD  
5/7/58